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Bowling Green State University

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The B G News

Thursday

Bowling Green State University

August 20, 1981

Placement Office teaches students how to interview

by Cindy Whitaker
staff reporter

Interviewing—it's a passport to most kinds of employment today and can be a pleasant and rewarding experience if adequate preparation is done and certain guidelines are followed.

Part of the preparation for an interview is being aware that there is more than one type of interview, according to Associate Director of University Placement Services Florence Lehman.

The direct interview is one that requires yes or no answers on the part of the person being interviewed and is not generally a one-on-one situation.

The indirect interview, according to Lehman, is one in which the interviewer asks questions or asks the interviewee to tell about himself.

"Ninety-five percent of interviews

are the indirect method," Lehman said.

A third type of interview is probably the most difficult to experience—the stress interview.

"Any interview is a stress—but a stress interview is when the interviewer is trying to see how much stress the interviewee can take," Lehman said.

She said this type of interview could have two interviewers for one candidate or a group of 10 to 15. She also said the stress interview is rare.

"This is why we try to have Bowling Green students prepared for the interviewing process," Lehman said, referring to the different types of interviews.

Planning for an interview consists of two important aspects—identifying oneself and studying the prospective employer.

The interviewee should consider his strengths and weaknesses, according to Lehman, to help decide on an approach to use to win the job. The student should consider himself as a salesperson selling the most important product—himself.

The student should also study the prospective employer prior to the interview.

"Corporations appreciate the fact that our students are prepared for their interviews," Lehman said.

The Placement Office has several techniques to help a student prepare for an interview including a mock interview with a video tape machine. The tape is free and lasts about one-half hour.

The student is also able to have a mock interview with a person in the Placement Office. The office also aids the student in preparation of company literature.

"We show them how to read the company literature so they can ask better questions," Lehman said.

The office offers classes or a one-on-one situation in which the student views a tape on interviewing techniques and the different types of interviews.

Placement Services, in conjunction with the University television station, has just completed a video tape called "The Plant Visit" to be used nationwide in helping students see what is expected of them at the second interview.

Lehman said an important step in interviewing is writing letters such as those welcoming the recruiters and thank-you letters.

"That little extra touch sometimes helps," Lehman said.

Knowing how to sell oneself is im-

portant in the interviewing process, according to Lehman.

"I would have hoped that they'd practiced, that they believe in themselves and their education," Lehman said. "If the student knows himself, he can sell himself."

One common mistake made by students during an interview is when the student becomes overly nervous and just freezes up.

"Usually the cause is that they're not prepared on that particular job-site; they don't know enough about the company."

One hint that Lehman gives to students in interviewing is not to assume anything.

"You've got to really oversell yourself and you've got to be you," Lehman said. "Don't put up a screen and think, well they ought to know that."

Another common mistake Lehman said students make is not keeping in touch with the employer they interviewed with through letter writing. The student should keep a chart of letters they have sent to various companies.

Not willing to relocate is another mistake students make in interviewing.

Lehman suggested that students show enthusiasm when being interviewed so that the employer knows he is serious about the job.

"When someone has a spark in their eye you can tell that they are sincere," Lehman said.

To meet the challenge of interviewing takes preparation by the student. The University Placement Office can help in this preparation in a variety of ways.

Column one

Mennonites write letter opposing neutron bomb

A letter to President Ronald Reagan, postmarked Bowling Green, Ohio, is now on its way to Washington, D.C.

The letter was sent by the Mennonite Church's national general assembly which met at the University last Tuesday - Saturday for its biennial convention.

The assembly voted Sunday to send the letter which urges the President to reverse his recent decision to manufacture the neutron bomb. That decision, the church says, "adds another dangerous turn to the arms race."

The letter, signed by the assembly's moderator and general secretary, went on to say that "To proceed with a weapon designed to destroy people rather than property symbolizes the moral bankruptcy to the frantic search for military superiority."

Fall registration for evening students

Fall quarter registration for evening students—those who attend classes only after 5 p.m.—will be September 8 and 9.

Registration for undergraduates will be held from 5:30-7:30 p.m. both evenings in the Forum in the Student Services Building. Graduate registration will be 6-7 p.m. both evenings at the same location.

At that time students can register for classes, pay fees, pickup parking decals, and obtain veterans information.



Pulling their weight around

The 15th annual National Tractor Pull was held last Friday, Saturday and Sunday at the Wood County Fairgrounds.

Above, Ron Barga of The Jury pulling team from Ansonia, Ohio, placed 17th in the class open to tractors weighing no more than 12,000 pounds.

Right, Duane Linker (left), of the Four Kings pulling team, and Kevin Bradtmueller, of the Whomp Ass pulling team, both from Hoagland, Ind., make repairs on the tractor in preparation for the evening pulls. Story on page 4.



staff photos by Maribeth Joeright

Library contains records to fit anyone's taste in music

by Cindy Whitaker
staff reporter

If you think your favorite record store has a good selection - you haven't seen anything yet. The Music Library and Sound Recordings Archives, located on the third floor of the University's main Library, has more records than you could imagine.

"We have probably 180,000 records," said Archivist William Schurk, head of Special Materials and Sound Recordings.

He said the collection was begun in July of 1967 when he first came to the University.

"Our main idea behind the collection is that we become the largest central collection of popular music in the

United States," Schurk said. "Right now I don't know of any that are larger."

Records from the collection are used by all academic and research programs and the student body at the University. Although the collection is non-circulating, students can listen to these records at the Library with the use of earphones.

"The collection includes almost any type of music plus musicals, plays and most types of popular music in the form of albums, rare 10 inch LP's, and 45 and 78 rpm records.

Also included are some unique records such as the first long-playing records RCA Victor experimented with in the early 1930's, picture records, heart-shaped records and

colored vinyl records. There are also cylinder recordings from the 1900's and some of the first disc records, which are very rare.

"We also have a large collection of bootleg recordings," Schurk said.

Bootleg records are recordings that never were intended to be released but that someone recorded and sold anyway, such as concerts, studio recordings and interviews.

The collection also includes about 2,000 hours worth of old-time radio shows including personalities such as Bob and Ray, Amos and Andy, and Jack Benny.

"Living Archives" are also a part of the collection, or "the meat that would make bootleg recordings," according to Schurk. These are rare in-

terviews that were recorded, such as the tape of exhortations by the Reverend Jim Jones in Jonestown, Guyana.

"We also have a fabulous collection of kiddie records," Schurk said.

The Library also contains an extensive collection of reference books and magazines, including such magazines as Music Week, Rolling Stone, Billboard and Downbeat.

Located next to the record archives is a control room used for taping.

"We do taping," Schurk said, "but not for private individuals."

Schurk said that the records for the collection are furnished mostly through gifts.

He said the department also receives a budget and with this money

he goes to garage sales, flea markets and record conventions to buy records.

"We've acquired a lot of major recordings inexpensively," Schurk said.

He also said the archives contains numerous versions of every song and include bad as well as good records.

"The basic premise is to put in this collection what we need, but we also have to get music of a certain style, whether it's good or bad," Schurk said. "We have to have some bad records to compare with the good ones."

Good, bad, large, small, old, new, whatever, the Music Library and Sound Recording Archives has it all when it comes to records.

Area employers predict job increase for secretaries

by Sue Dicke
staff reporter

Statistics seem to center on increasing unemployment and an ever-tightening job market, but an exception to this rule is for the secretarial graduate, according to Dr. Mearle Guthrie, chairman of the business education department.

Guthrie claims that with one-half million jobs opening up every year until 1990, secretaries skilled in business applications "are practically guaranteed a job."

Many professions are becoming automated which eliminates jobs. But machines will not replace the secretary, says Guthrie, because of the growing amounts of paper work in-

involved in almost all phases of business.

In the past, a degree was not a prerequisite for a secretarial position, but today's secretary is given increasing responsibilities and is often hired for potential advancement as well as existing skills, Guthrie said.

"I think this dumb blond secretary we see gives us the idea all you have to do is pound a typewriter, but she (he) is becoming an increasingly important part of the team," Guthrie added.

Guthrie explained that often a secretary has to answer correspondence on behalf of the superior or take shorthand at meetings which means she must understand English usage and how the company operates to effectively communicate its message to the public.

The University offers two-year and four-year secretarial programs which prepare students for a variety of work experiences, he said.

The two-year program requires a student take specialized courses in business skill, and the four-year program adds courses in arts and sciences to give the student a broad base of knowledge, he explained.

Although many employers believe a degree is helpful in obtaining a secretarial position, they do not think it is essential.

"A college degree is a ticket to open a door but it's not the real criteria. The real criteria is what you do and how you do it," said Stan Zagol, director of personnel for Toledo Edison. Zagol will not automatically screen

out applicants if they do not have a degree, but he looks at what the person has done with their life. Often, he said, a degree demonstrates that the applicant has a body of work or a discipline, which could get her or him the position.

Employment Specialist Alina Girona Haas at Owens-Illinois in Toledo, looks for a balance of experience and education when interviewing applicants for secretarial positions.

"I want someone who has trained and trained well," and if it's not in the form of formal education, Haas asks herself "Why don't they have work experience?"

Both Haas and Zagol agree that for promotional opportunities, a degree is the best edge an applicant can have.

Owens-Illinois has an incentive program which offers secretaries 100 percent tuition reimbursement if they want to advance in the company, Haas said.

Zagol reported that at least half of his department is currently working on their four-year degrees, which is necessary to earn an administrative position within Toledo Edison.

Haas pointed out that Owens-Illinois has an internal promotion policy but their secretaries often get another job offer before they are eligible for the promotion. She added that secretaries are in demand in the Toledo area and claimed that 60,000 positions will remain unfilled through 1985.

Although sources agree that advancement potential is usually an im-

portant variable for both the company and the applicant, basic skills are essential for the first step.

Whether learned through school or from practical experience, applicants should be able to type, have a good grasp of the English language (including usage and spelling), work to capacity, accept responsibility, take shorthand and have a good rapport with people, Zagol said.

Most firms start secretaries in clerical operations then move them to pre-professional and entry level management positions as vacancies occur if the person asks for advancement, Haas said.

"Nobody knows you're interested in advancing if you don't ask for it," she added.



staff photo by Maribeth Joeright

Reva Anderson

Reva Anderson

Involvement is her way of giving to society

"Life is more fulfilling when you give," says business education instructor Reva Anderson, and during her two years at the University, she has made a point of giving her time and energy to various campus organizations.

Anderson says her goal in life is "to make some kind of contribution to society as a whole and to the field of education." In carrying out this goal, Anderson has become involved in organizations which allow her to make the most contributions.

Since she came to the University in 1979, Anderson has served on the Graduate Student Senate, the Human Relations Commission and has worked for The Link.

The soft-spoken Anderson was chosen the business department's representative to Graduate Student Senate in 1979, and her extensive involvement earned her the 1979-80 Senator-of-the-Year Award.

As a representative, Anderson served on the Graduate Student Senate executive committee, the graduate consumer committee, the

Profile

by Jenny Hirst

copy editor

University Appeals Board and was appointed to the Human Relations Commission.

Then, last May, Anderson was elected chairperson of HRC. Her duties include coordinating all activities of the commission, scheduling and planning meetings, conducting meetings and appointing committees.

As chairperson, Anderson hopes "to bring about a realization on-campus that human relations is more than just a minority concern but is also a majority concern."

Anderson says she sees too many dichotomies at the University—not just racial, but cultural and professional as well. She anticipates the commission can eventually bring

about some kind of interaction between these groups.

Another major problem on-campus, according to Anderson, is that "we just don't care." The prevailing attitude for many people, she says, is "I don't care what your problem is unless it affects me."

Caring for others led Anderson to become a volunteer counselor for The Link last summer. But Anderson admits she found "I didn't care as much as I thought I did."

She says counselors tend to elevate themselves by thinking "We have no problems dealing with people who are different from us." In reality, a counselor's ability to care usually depends on the issue involved, Anderson says.

While the 31-year-old Anderson has remained very active during her years at the University, her years at North Little Rock Senior High School in Arkansas were just the opposite.

"I was very shy in high school," she says. "I doubt if many people in

my graduating class even remember me."

But Anderson was relatively forced to speak up when she attended the all-white, rural Harding College in Searcy, Arkansas. "In order to survive the situation, I had to make some changes on-campus, to make an impact by contributing," she says.

Anderson also had to change her rather "militant" attitude. "I tried to rid myself of 'black-think,'" she says. "If someone was nice to me, I use to think it was because I was black."

Consequently, Anderson became involved in the college's student government, the debate team and a summer missionary program.

Her fellow classmates rewarded her efforts by electing her president of the student body. Not only was she the first black president, she was also the first female president.

"And ever since then," Anderson says, "I've been sticking my nose into other people's business."

Opinion

Improving life more important than bomb

President Ronald Reagan's recent decision to proceed with the manufacture of the neutron bomb adds fuel to the constantly burning flame of the arms race between the United States and the Soviet Union.

It is not surprising that Reagan's announcement of his decision sparked the Soviet Union to respond with a "knee jerk reaction." Soon after Reagan's announcement, the Soviet Union said it too would produce the neutron bomb.

This matching of actions reflects the attitude each of the countries hold: that of wanting to hold military superiority.

But each country now possess enough arms to inflict significant damage upon the other in the event of war. Both have first and second strike capabilities. Why continue the stockpiling of weapons?

It is time for the United States to shift its emphasis from improving itself militarily to improving the quality of life it is attempting to preserve.

The government has spent far too much money for far too long on improving the armed forces and in the meantime has neglected its social programs.

After all, if the United States continues to allocate the large bulk of its monies to the military, society is going to deteriorate to such a level that it will be questionable whether it will even be worth saving.

Best-sellers not always best books

First let me admit to being a regular reader of best-seller lists. Indeed, the more regularly I read The Lists, as they are known in the trade, the less regularly I read the books on them.

Just glance for a minute at the current hit parade. The theme songs are all about money, murder and weight loss.

On the non-fiction list we have "The Beverly Hills Diet," the "Pritikin Permanent Weight-Loss Book." We also have one book on wealth and poverty (wealth is better), two books on why the Japanese are making it and two more books on how you can.

The fiction list tends to combine money and murder or with a touch of love. So we have businessmen fighting it out in Hong Kong and cardinals fighting it out in Rome. We have two sisters lusting in Paris and two priests lusting in Chicago. We also have assorted deaths in Moscow, Hollywood and Zanzibar.

As a public service, for those of you heading into the last weeks of beaching and reading, I have decided to put together my own absolutely eclectic list, based on nothing but personal prejudice.

What follows then is a August Dog Days Reading List for those who don't care to follow the dynastic struggles

Focus

by Ellen Goodman

syndicated columnist

of a foreign family for weight control of a Japanese corporation.

To cleanse the senses of all this nonsense, I would begin with Laurie Colwin's "The Lone Pilgrim," a collection of 12 variations on the themes of love, from the hopeless to the amused. They are benign, rather hip and slightly askew enough to be intriguing.

In the same mood, try Avery Corman's characters in "The Old Neighborhood." The author of "Kramer vs. Kramer" again manages to do something thoughtful with a too-trendy subject: the two-career marriage that seems more like a business than a relationship. Corman's men are always and reassuringly decent.

Which is more than you can say for Leonard Michael's men. The ones portrayed in his hard-edged look at his sex, "The Men's Club," are the dark side of the "new breed" of men as affected by the change in their women.

In this case, his California constituents begin an evening with an attempt at friendship, and end in bleak destruction.

If, after that, you prefer to retreat, there are at least three entries this year from my own fascination with the 19th century roots of our own culture.

The first is Jean Strouse's controlled, superbly written biography, "Alice James." Alice was the brilliant, stunted sister of William and Henry. Strouse shows enormous respect for the complexity of a life in which, tragically, "her miserable health was her career." The second book is about another prominent 19th century family, the one in which Louisa May Alcott was raised. Written by Madelon Bedell, it is especially acute in descriptions of the eccentric father and educator Bronson Alcott. This man's experimental school failed more than a hundred years ago over familiar issues: He tried both sex education and integration.

In the same historical bent, the second book of "Notable American Women" has been published, with 442 short biographies of foremothers. It's a rich compilation of formidable women and formidable barriers. About these women "there was more than a little truth to the conventional

wisdom that it was difficult for these women to have both careers and children."

If you are looking for ammunition for more current battles, James Fallows' book, "National Defense," offers the best personal defense to all those who say that now we have to throw money at the military. His focus on the tragic mismanagement and waste in weapons production is a good rebuttal to popular opinion.

If, at the end of all this, you absolutely must ingest a best-seller or two just for the sense of togetherness, I read at least two this year which were devoid of mayhem and money madness.

One of these was Mary Gordon's "The Company of Women," which has a host of subtle insights into the female world.

Another was Philip Roth's book, "Zuckerman Unbound," the first one of his I've liked in years. There is one scene, at the deathbed of Zuckerman's father, which just strikes at the heart of parent/grown adult mismatches.

If all this fails, if you are captured by best-seller-list mania, all I can suggest is that you turn to Miss Pgy for advice. She, too, has made the list.

Respond

If you would like to comment on something in the News or anything of interest to the campus or community, write to the News.

The letter or guest column should be typewritten, triple-spaced and signed. Include your address and telephone number for verification.

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Address your comments to: Editor of The BG News, 106 University Hall.

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Focus

by Art Buchwald

syndicated columnist

agers involved in sex. What I think is wrong is that by generalizing and putting sex and violence together they're making people believe that if you're indulging in one you're committing the other."

"Would you object to sex and frozen

yogurt?" I asked him.

"Why? Does frozen yogurt turn you on?"

"It does," I admitted. "Every time I see a pretty girl on the beach I think to myself, 'I wish I had a frozen yogurt.'"

"Well, at least frozen yogurt isn't a violent act, unless you push it in someone's face."

"If I had a frozen yogurt I would never resort to violence," I assured him.

"How about linking sex with flying a kite," Pfizer said.

"I don't believe the Moral Majority

would do it," I told him. "They see sex as a violent act."

"Maybe that's their problem," Pfizer said. "Anyone with an unhappy sex life is prone towards violence."

"Well, if everything you say is true, what can just two of us do about it besides look at girls in their bikinis?"

"Not much," he said. "Let's find a refreshment stand that sells banana bread and frozen yogurt."

"What good would that do?"

"It would be making a non-violent statement about sex, which everyone on this beach seems to have on their minds."

"You know what confuses me?" said Pfizer, as we were watching the girls in their bikinis do their stuff on the beach.

"What's that?" I asked him.

"Why do they always link sex and violence together? Every time the Moral Majority or any other minority discuss evils of the day they make it sound like you can't have one without the other. This is particularly true of people who want to censor what we see or read. Now I have no trouble with violence - I don't like it and I think there's way too much of it for the good of the country. And there may be a lot more unnecessary sex than there has to be, when it comes to entertaining the masses. But I don't see why they both have to be attacked in the same breath."

"Well, what would you link with sex?"

"Banana bread."

"Why banana bread?" I asked.

"I happen to like banana bread, and I also happen to like sex. I don't consider banana bread any more violent than sex, providing the other person has no objection."

"You miss the point. The people who are in the censoring business would get nowhere if they said they were against sex and banana bread. They're unlikable."

"So are sex and violence," Pfizer said. "Now if they want to attack rape and violence, then I might join their club. I might even go along with their reservations about very young teen-



Sensitivity is key to teaching single parent children

An estimated 12 million children now live in homes with only one parent and the number is escalating.

One projection, based on a continuance of the nation's high divorce rate and recent increases in the number of unwed teenage mothers who keep their babies, is that 50 percent of all children born in the late 1970s and early 1980s will live in a single parent home at some time before they reach 18.

Dr. Thomas L. Bennett, an associate professor of education at the University, says that teachers he has come in contact with are increasingly concerned about children from single parent homes who are encountering problems in school.

Not every child who loses a parent through death or divorce develops problems, but Dr. Bennett said there is evidence that youngsters from

single parent homes run a greater risk of having problems.

In response to teachers' concerns, Dr. Bennett developed and directed a two-week workshop this summer on teaching youngsters from non-traditional families.

The most important element in dealing with these youngsters, he believes, is for teachers and school administrators to be sensitive to how their needs and home life are different

from those of youngsters living with two parents.

The child who has lost a mother can become distraught when the class project is to make Mother's Day presents. But when the teacher assigns pupils to make a gift for "a special mother you know," suggesting she might be a kind neighbor, the mother of a friend or the child's own, no one in the class is made to feel left out.

The most difficult time for children, Dr. Bennett said, is immediately after the loss of a parent from the home.

"During a separation and after a divorce, children and their parents are under a great deal of stress. Each child reacts differently. Some may act out their anger. Others may daydream in class. Still others become 'perfect' children."

Meanwhile, the child's parent is struggling to make a new life without a spouse, deal with his or her own emotions, and be both mother and father to the child.

(Dr. Bennett noted that 10 percent of all children from single parent homes now live with their fathers. That number, he said, is likely to grow as more men are awarded custody of their children following a divorce.)

"There's a tremendous amount of work for single parents, and many are doing a tremendous job," Dr. Bennett noted. "They work with the kids, arrange time to be with them, take them to the dentist, buy them clothes. Most have to work outside the home as well as be responsible for all the child rearing."

Dr. Bennett stressed that teachers should not anticipate problems, but neither should they ignore problems that might arise as a result of this transition period for both parent and child.

A boy's mother or teacher may perceive he especially needs an adult role model. The teacher can work with the parent to encourage the boy in pursuing sports or club activities directed by a male adult or spending

time with a male relative who can participate in an activity with the child, Dr. Bennett suggested as one way of giving support to both the parent and child.

Unfortunately, teachers frequently are hampered in giving support because children do not want to talk about their families at school, Dr. Bennett said.

"Many children are reluctant to let people know there's only one parent in their home. The kids feel something is wrong; they feel they are somehow odd."

Likewise, some parents hesitate to tell teachers or school principals about their separation or divorce.

Dr. Bennett advises parents to communicate with the school and let teachers know their child is undergoing stress as the result of losing a parent. "Otherwise," Dr. Bennett said, "teachers may not be aware the child has a need for extra support that's not being met."

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Tractor pull attracts crowd

by Cindy Whitaker
staff reporter

There was even a song recorded about it. "You Know We're Gonna Get Ya," a new recording released by Gary Wagner of Sylvania, describes the life of a tractor puller and was more or less the theme of the 15th annual National Tractor Pulling Championships which attracted more than 80,000 people last weekend at the fairgrounds.

The pull, sponsored by the Northwestern Ohio Tractor Pullers Association (NWOTPA), is the

longest-running outdoor pull in the United States, according to Pamela Dunipace, spokesperson for the event. About 300 tractors were used in the four sessions of the three-day event.

"The object of the sport is to pull a weight exchanger or sled 300 yards with a tractor," Dunipace said. "As the weight is pulled, it transfers up toward the tractor and immediately the gravity is against the tractor."

Pullers stock their machines with anything from drag racing and marine engines to jet turbines. The sessions included modified, super stock, mini and pro-stock classes.

First prize for each of the 12 classes was approximately \$400 to \$450, depending on how many contestants entered each class. The top 20 positions and the top 15 in the mini-class also received cash awards.

The NWOTPA started the pull here at Bowling Green and did such a good job that it rose to the national standing it now holds, according to Dunipace.

The pull attracted such showmen as Art Arfons and his "Green Monster," Bruce Hutcherson and his "Makin' Bacon Special," and James Havel and his "The Red Barron."

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FRIDAY, AUGUST 21

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Margarita
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Wine: Castellino Red

SATURDAY, AUGUST 22

Cheeseburger & Fries
Beef Tips & Mushrooms
Potage Crecy
Bloody Mary
Moosehead (Canada)
Wine: Castellino Red

MONDAY, AUGUST 24

Cheesesteak & Fries
Quiche Lorraine
Cream of Spinach Soup
Drink: Nevin's
Diekirch (Luxembourg)
M & R Asti Spumante

TUESDAY, AUGUST 25

Turkey Sub & Fries
Frittata
Cheese Soup
Apricot Sour
Watneys (England)
M & R Asti Spumante

WEDNESDAY, AUGUST 26

Roast Beef Sub & Fries
Stuffed Chicken
Broccoli Bisque
Drink: Sidecar
San Miguel (Philippines)
M & R Asti Spumante

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